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Security Information

PROPOSED CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER ~~SECRET~~

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29 December 1952

2. TRAINING AT NON-CIA FACILITIES UNDER PUBLIC LAW 110 (81st Congress, 1st Session)

A. General Statement

- (1) Public Law 110 (81st Congress, 1st Session), Section 4, provides that: "(a) Any officer or employee of the Agency may be assigned or detailed for special instruction, research, or training, at or with domestic or foreign public or private institutions; trade, labor, agricultural, or scientific associations; courses or training programs under the National Military Establishment; or commercial firms."

"(b) The Agency shall under such regulations as the Director may prescribe, pay the tuition and other expenses of officers and employees of the Agency assigned or detailed in accordance with provisions of subsection (a) of this section, in addition to the pay and allowances to which such officers and employees may be otherwise entitled."

- (2) The authority of the Central Intelligence Agency under Section 4 of the subject law has been delegated by the Director of Central Intelligence to the Director of Training.

- (3) The policies, responsibilities and procedures contained in this regulation, together with those specifically applicable to Department of Defense schools and colleges (CIA Regulations ~~SECRET~~) shall govern the exercise of the authority granted under Section 4 of the subject law.

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- (4) This regulation shall not apply to special schooling authorized in Confidential Funds Regulation ~~SECRET~~

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B. Policies

- (1) Any non-CIA facilities which meet Agency training standards prescribed by the Director of Training may be designated by him for the training of Agency personnel.
- (2) All requests for training at non-CIA facilities which are submitted by Office Heads for personnel of their Office (a) whose present intention is to make a career of service with the Agency, and (b) whose training will benefit the Agency by increasing their capabilities to perform their present jobs more effectively or to undertake jobs requiring greater skill or responsibility, shall be considered for approval by the Director of Training.
- (3) Training of Agency personnel at non-CIA facilities shall be approved by the Director of Training prior to the beginning of such training. Retroactive approval of such training is not authorized under this regulation.

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- (4) The use of non-CIA facilities, the personnel approved for training at such facilities, and the manner of their participation in such facilities, shall be governed by security policies and procedures established by the Assistant Deputy Director (Inspection and Security) and, when appropriate, by the Deputy Director (Plans).

C. Responsibilities

- (1) The Director of Training shall:

- (a) Designate non-CIA facilities suitable for Agency use in specified fields of training, subject to the concurrence of the Assistant Deputy Director (Inspection and Security); and discontinue Agency use of such facilities for failure to meet specified training requirements or prescribed training standards.
- (b) Review and act upon all requests submitted by Office Heads for the training of personnel of their Office at non-CIA facilities, and notify the appropriate Office Head of his action in each case.
- (c) Establish the standards of performance to be met by Agency personnel in training at non-CIA facilities and, after consultation with the appropriate Office Head, terminate the training of personnel for failure to meet prescribed standards of performance.
- (d) Determine the amount of and provide for funds necessary to meet the costs of registration, tuition, laboratory fees, travel and per diem, and other appropriate expenses, except salary, directly related to each approved training action under the provisions of this regulation.

- (2) Each Office Head shall:

- (a) Request specified training at non-CIA facilities for personnel of his Office, in accordance with the policy statement of B(2) and the procedures in D of this regulation, whenever, in his opinion, such training is required.
- (b) Provide for the payment of salary; and arrange, subject to the concurrence of the Director of Training, for the provision of required administrative services, during the training period, for personnel of his Office approved for training at non-CIA facilities.
- (c) Submit annually before 15 March, to the Director of Training, a detailed statement of estimated requirements for the next two fiscal years respectively, for the training of personnel of his Office at non-CIA facilities.

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- (3) Agency personnel in training at a non-CIA facility shall:
  - (a) Comply with the administrative and security measures prescribed for training provided under this regulation.
  - (b) Submit to the Director of Training interim and final progress reports, a copy of each paper, thesis or dissertation, and other materials, as required.
  - (c) If, for any reason, such training is not completed, notify the Director of Training in writing, stating all details pertinent to the termination of such training, and take prompt action to recover all allowable refunds for return to the Agency.

D. Procedure

- (1) Requests for training of CIA personnel at non-CIA facilities shall be submitted in writing. A separate request for each individual for whom training is requested shall be transmitted in three copies as a memorandum from the appropriate Office Head to the Director of Training through the Assistant Deputy Director (Inspection and Security).
- (2) Each request shall contain the following information:
  - (a) Name, title, grade, and length of service in the Agency of the individual for whom training is requested.
  - (b) Name and location of the non-CIA facility at which training is requested. Stipulate college and other segment or department.
  - (c) Title of course(s) to be taken, detailed description of the specific individual course(s), including the number of credit hours, and statement as to whether or not credits earned will apply toward a degree.
  - (d) Inclusive date(s) of course(s).
  - (e) Expenses
    - (1) Cost of registration, tuition, and laboratory fees, and estimated cost of travel and per diem, if required. Itemize and total all costs. (Do not include allowances for penalties, refundable deposits, diploma fees, and other fees not essential to training.)
    - (2) Advance of funds will be granted only if total costs exceed fifty dollars (\$50.00) and if statement of desire for and amount of advance of funds is included in the request. All requests for advance of funds are subject to the review and approval of the Director of Training.

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- (f) Purpose and justification of the proposed training, including supporting evidence:
    - (1) That the proposed training is related to the individual's current or prospective duty assignment and will contribute directly to increasing his effectiveness in the service of the Agency.
    - (2) That the individual is qualified for the proposed training by virtue of academic training and professional experience. Include summary of such training and experience.
  - (g) Statement of whether or not it is the present intention of the individual to make a career of service in the Agency.
  - (h) Office Career Service Board action on this training request. If the Board has not reviewed and acted upon this request, so state.
- (3) Disposition of Copies
- (a) The original and two signed copies shall be transmitted as a memorandum from the appropriate Office Head to the Director of Training through the Assistant Deputy Director (Inspection and Security).
  - (b) The Assistant Deputy Director (Inspection and Security) shall indicate approval or disapproval on all copies, retain two carbons, and forward the original to the Director of Training.
  - (c) The Director of Training shall, if he approves, indicate approval and forward the request to appropriate officers.
  - (d) The Director of Training shall, if a request for training is disapproved by him or by the Assistant Deputy Director (Inspection and Security), notify the appropriate Office Head.
- (4) Vouchers (Standard Form No. 1034 or other appropriate form) for approved expenditures for training at non-CIA training facilities shall be presented to the Finance Division for payment.